



**DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, KASNEB
GRADE 3- HRM/CS/DDICT/2/2026**

(a) Job specifications

Reporting to the Director, Corporate Services, the job holder will be responsible for: -

- (i) Formulating and execute the ICT strategy, ensuring alignment with overall business objectives.
- (ii) Developing and implementing ICT policies, procedures, and standards to enhance operational efficiency and compliance.
- (iii) Supervising the daily operations of ICT services, guaranteeing high availability, dependability, and performance of infrastructure and systems.
- (iv) Managing and maintaining hardware, software, networks, and data centers to support business operations.
- (v) Leading the planning, execution and successful completion of ICT projects, including system upgrades, integrations, and new technology implementations.
- (vi) Ensuring project timelines, budgets, and objectives are met while managing project risks and stakeholder expectations.
- (vii) Supervising, mentoring, and developing ICT staff.
- (viii) Establish training programs to enhance technical skills and professional growth within the team.
- (ix) Ensuring robust cybersecurity measures are in place to protect the organisation's data and systems against threats.
- (x) Developing and oversee data protection policies, ensuring compliance with relevant regulations and standards.
- (xi) Managing ICT budgets, ensuring cost-effective use of resources while meeting the organisation's technological needs.
- (xii) Negotiating contracts and manage relationships with external vendors and service providers.
- (xiii) Assessing emerging technologies and recommend solutions that improve business processes and user experiences.
- (xiv) Establishing key performance indicators (KPIs) and regularly monitor ICT performance to identify areas for improvement.
- (xv) Preparing reports on the status of ICT projects and systems,
- (xvi) Developing and maintain ICT risk management strategies to mitigate potential disruptions.
- (xvii) Implementing business continuity and disaster recovery plans to ensure operational resilience in case of an emergency.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, ICT or in a comparable position;

- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Computer Security and Forensics, Business Information Technology, Electrical/Electronic Engineering, Telecommunications Engineering or its equivalent qualification from a recognized Institution;
- (iii) Master's Degree in Computer Science, Information Communication Technology or in any other ICT related discipline from a recognized Institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Certificate in Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent) or relevant certification from an accredited examination body;
- (vi) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

(c) Key Competencies and Skills

The following additional core competencies and skills will be required for the position:

- (i) Critical Thinking;
- (ii) Data Analysis;
- (iii) Risk Assessment;
- (iv) Effective Communication;
- (v) Stakeholder Engagement;
- (vi) Negotiation Skills;
- (vii) Customer Service Orientation; and
- (viii) Flexibility: Ability to adapt to rapidly changing technology landscapes and organisational priorities.

Terms of service: Permanent and Pensionable.

Basic Salary range for Deputy Director:

KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000